YNAPP

Youth Neighborhood Association Partnership Program

Neighborhood Youth Serving the Community

GRANT APPLICATION

Information and Instruction Booklet

Youth Led Service Learning Projects

City of Las Vegas
Neighborhood Services Department
Neighborhood Initiatives Division

Submission of a complete application does not guarantee funding. YNAPP will select a wide range of diverse projects. Please read guidelines carefully before submitting proposal. All projects must be completed within the City of Las Vegas city limits. (See application map)

YNAPP Grant Application Information

What's Being Offered?

Grants up to $1,000 are available for projects that:

- Are neighborhood based or led by youth.

- Put the ideas of young people to work to address important neighborhood needs.

- Are designed and carried out by young people with adults serving as advisors.

How Do I Apply?

In order to be considered for funding, the following must be submitted:

- YNAPP Service Learning Grant Application

Complete application materials are due by: <u>October 25, 2010</u>

The completed application must be received no later than 4:00 PM on the due date. Applications received after the deadline WILL NOT be considered for funding.

Please mail or deliver materials to:

City Of Las Vegas Neighborhood Services Department
Neighborhood Initiatives Division
C/O YNAPP
400 Stewart Avenue
Second Floor
Las Vegas, Nevada 89101

What Can Grant Money Be Used For?

YNAPP grants may be used for the direct operation of the project or transportation cost if needed. The majority of the grant money must be used to carry out the project. Operational supplies include but are not limited to:

- Tools

- Art Supplies

- Landscaping Materials

- Photography Equipment

- Other Materials/Supplies, etc.

What Costs Can NOT Be Covered By The Grant?

The grant money may not be used for the following:

- Overhead costs
- Salaries or wages
- Direct donations to other organizations
- Fundraising
- Cost the City of Las Vegas considers unacceptable

What Should Projects Do To Qualify For Funding?

To qualify for funding:

- Project must be planned and implemented by youth.
- Project team must match grant funded amount with volunteer labor or donations.
- Project must address a neighborhood need.
- Project must have an adult advisor age **21** or older and a youth group of **3** or more.
- Projects must occur within the city of Las Vegas limits.

What's This About A Grant Review Board?

Youth and adults will serve side by side on the YNAPP Grant Review Board. The Board will interview all youth groups that submit eligible project proposals. Presentations will occur after school hours. The Board will look for projects where:

- Youth gain insight into how they can make their neighborhood a better place to live.
- Youth have a variety of roles and responsibilities, with adults serving as guides and facilitators.
- Creative solutions to neighborhood needs or problems are offered.
- Plans are cost effective, achieving the most benefit with the fewest dollars.
- Appropriate publicity and recognition will increase the public's awareness of the project and the work being done by youth for the neighborhood.

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Elements of a Service-Learning Project
Tips for Adult Project Team Leaders

1. **Community Need / Voice** – YNAPP projects should be designed to address a problem in the community. To provide an authentic learning opportunity for participating youth, project teams should actively engage the community to identify needs before planning the project activities.

2. **Learning Objectives** – YNAPP project team members are expected to learn through their service. Developing learning objectives provides an opportunity to identify what team members will learn on a social and intellectual level.

3. **Youth Voice & Planning** – listening to and engaging youth in the planning process provides more ownership and learning opportunities for young people.

4. **Training** – young people should understand the organization, issues, and skills required to provide effective service and maximize learning.

5. **Meaningful Action** – the service experience itself requires planning and thinking. Remember to plan out the details to ensure a positive experience, including transportation, supervision, and risk management.

6. **Reflection** – This process allows young people to use critical thinking skills in order to learn from their service experience. These processes help youth to grow on a personal, social and intellectual level.

7. **Evaluation** – This is an opportunity to assess the overall project (what went well, what could have been done better) and its impact on the community.

8. **Celebration and Recognition** – when young people provide valuable service to the community, their efforts should be recognized and celebrated. A small portion (less than $200) may be used to reward participating youth for their service.

Tips For An Effective Presentation

Remember: this is youth led service,
so youth do the talking, adults do the listening!

Start Briefly Describing your project

Give a short summary describing your project. Include:

- Who initiated and will complete the project.
- Where the project will be done.
- How the neighborhood and youth will benefit.

Keep In Mind That Time Has Been Carefully Scheduled

- Plan to arrive fifteen (15) minutes early.
- Stick to the time restraints given.
- Allow time for questions from the Board.

Use Materials You Have To Help Make A Smooth Presentation

- Index cards for the information
- Copy of the full proposal and budget
- Any supportive materials such as photographs, diagrams, posters, fliers, etc.

Make A Good Impression

- SMILE
- Introduce yourself
- Clearly tell what group you are with and what project you are representing

Practice!!!!

- Practice before a mirror!
- Practice before a friend!
- Practice before a group!

YNAPP Grant Application Instructions

Section 1: Applicant Information

Item A   Enter name of your youth group, the number of youth participants and their age ranges in this section.

Item B   Tell us about your group. Describe your purpose, goals, and any affiliation with another organization (Boy or Girl Scouts, local schools, local churches, etc...)

Item C   Enter the name, age and residence information for the youth project leader.

Item D   Enter the name, age and residence information for the adult project leader.

Section 2: Describe Your Project

Item E   List name of project.

Item F   Give a detailed description about your project and what your group hopes to accomplish.

Item G   Give actual street address where your group will be working. This should be the site where your project will be implemented.

Item H   Has your group received permission from the owners of the site where your project will be implemented? Include a letter of permission from the owners with your application materials.

Item I   If there is special permission, permit or insurance needed (such as permission to work on property you do not own, additional transportation insurance, an agreement to perform community service for a particular organization) list here and explain. Provide a copy of all permits, agreements and/or insurance policies needed to complete the project. If none are needed, write "none."

Section 3: Helping Your Neighborhood

Item J   Write a detailed explanation about how your project will help your neighborhood.

Item K   Who or what will your project serve. Think about how your project will help the neighborhood, not just those targeted in your project.

Item L   Write a detailed explanation about how each of the groups you selected in Item K will be helped through your neighborhood project.

Item M   List an approximate number of people you think your project will service.

Section 4: Youth Leadership

Item N   Explain how youth were involved in the planning process of this project. Please be specific.

Section 5: Service Learning

Item O   Briefly describe what you and your group hope to learn about your neighborhood through this project.

Item P   Give a brief explanation about how your group will share your project experiences with others in your neighborhood.

Section 6: Project Timeline

Item Q   Estimate the amount of time each activity will take.

Section 7: Money, Money, Money

Item R   This is your master budget. List all the items you will need to complete your project and related costs. This includes, materials, supplies, rentals, transportation, donated items, etc. If your project is an extension of an existing project, you must list all of the existing projects operational costs here as well. Be as thorough as possible; don't just guess prices, go out and get actual costs.

Write the amount in the box describing how your group will pay for each item listed. Will the item be donated, paid for with cash donations or purchased with your group's YNAPP grant? Once each item is listed, total the amounts in each column to get the total amount for your overall project, your total YNAPP grant request, the total amount of your donated supplies and materials, and your total cash donations.
Once the grant application is submitted, budgets are considered final. Any additional expenses above what is requested will be the sole responsibility of your group.

Item S   List the volunteer hours your project team will perform for each project activity. Volunteer hours should be calculated at $20.85 per hour, no more than 20 hours per week per person.

Item T   Each group is required to match the amount they receive from YNAPP with a combination of volunteer labor, donated cash and/or donated supplies and materials. Matches can be made of volunteer labor hours alone. If your group

does not have any donations, and can fund their project with YNAPP funds alone, you will not be penalized. List the total amounts from your R & S worksheets and add them together for your Grand Total Match. The amount of the Grand Total Match must equal or exceed the total amount requested from YNAPP.

Section 8: Certification

List the name of the adult advisor who will be responsible for your groups project funds and donations. Have this adult advisor sign and date in the appropriate spaces.

Sign and date in the appropriate areas